

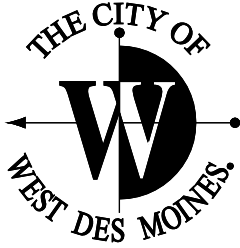
Development Application

Final Plat



Development Services Department
4200 Mills Civic Parkway, Suite 2D
P.O. Box 65320
West Des Moines, IA 50265-0320
515-222-3620 (phone)
515-273-0602 (fax)
www.wdm.iowa.gov

Additional copies of this application and the appropriate
"project submittal requirements"
can be found on the City's website;
<http://www.wdm.iowa.gov>



Development Application

NO DEVELOPMENT APPLICATION CAN BE
ACCEPTED FOR FILING UNLESS ALL REQUIRED
INFORMATION IS SUBMITTED.

TYPE OF REQUEST (Check all that apply):

- ☐ Comprehensive Plan Amendment (CPA)
- ☐ Final Plat (FP)
- ☐ Grading Plan (GP)
- ☐ Minor Modification (MM)
- ☐ Major Modification/Revised Site Plan (MaM)
- ☐ Plat of Survey (POS)
- ☐ Permitted Conditional Use Permit (PC)
- ☐ Preliminary Plat (PP)
- ☐ Rezoning (ZC)
- ☐ Site Plan (SP)
- ☐ Vacation Request (VAC)

The following are for developments within the
Jordan Creek Town Center only:

- ☐ Site Plan (SP-JCTC)

The following are for developments within the
Town Center Overlay District only:

- ☐ Area Development Plan (ADP)
- ☐ Specific Plan Ordinance (ZC-SP)
- ☐ Specific Plan Site Plan (OSP)

GENERAL PROJECT INFORMATION

Project Name: _____

Site Location - actual address if assigned (general location if no assigned address):

Project Description: _____

Fee Amount: _____

Date Submitted: _____

Case Planner: _____

OFFICE USE ONLY:

Existing Comprehensive Plan:

Proposed Comprehensive Plan:

Existing Zoning:

Proposed Zoning:

Surrounding Land Uses:

North: Existing Land Use:
Existing Zoning:
Comprehensive Plan Designation:

East: Existing Land Use:
Existing Zoning:
Comprehensive Plan Designation:

South: Existing Land Use:
Existing Zoning:
Comprehensive Plan Designation:

West: Existing Land Use:
Existing Zoning:
Comprehensive Plan Designation:

Total Land Area: acres sq. ft.

CONTACT INFORMATION:

Property Owner(s): _____

Owner Mailing Address: _____

Phone: _____ Fax: _____ Email: _____

(Submit additional information sheet for multiple property owners)

Applicant: _____

Applicant Mailing Address: _____

Main Applicant Contact: Phone: _____ Fax: _____

Email: _____

Principal Name(s) including CEO/President &/or GM of Company, if applicable:

Applicant's Representative (Primary Contact Individual): _____

Company: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Applicant's Engineer (Contact Person): _____

Company: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Applicant's Architect (Contact Person): _____

Company: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

DETAILED PROJECT INFORMATION:

- Size of Original parcel to be divided: _____ acres
- Current land use: _____

- Total Number of Lots to be Created: _____
 - # of Lots for Single Family Residential Development: _____
 - # of Lots for Multi Family Residential Development: _____
 - # of Lots for Office Development: _____
 - # Of Lots for Commercial Development: _____
 - # of Lots for Industrial Development: _____
 - # of Lots to be Dedicated for Public Use: _____
- Number of Outlots to be created: _____
- Purpose of Outlots: _____
- Minimum Lot Size: _____
- Average Lot Size: _____
- Range of Lot Sizes (smallest - biggest): _____
- Minimum Lot Frontage (measured at building set back line): _____

- Reason for this proposed division of land: (ex: pending development, ownership transfer, etc...) _____

LEGAL DESCRIPTION (attach separately)

**** All required drawings and documents as outlined on the associated "project type submittal requirement" sheet must be submitted at the time of the application in order for the project to be accepted and started in the appropriate review process.**

Additional copies of this application and the appropriate "project submittal requirements" can be found on the City's website: <http://www.wdm.iowa.gov>

CERTIFICATION:

NOTE: ALL APPLICATIONS MUST HAVE SIGNATURE(S) OF THE CURRENT PROPERTY OWNER(S) OR INDIVIDUAL WITH THE PROPER POWER OF ATTORNEY, NOTARIZED BY A CERTIFIED NOTARY PUBLIC (attach if necessary)

Part A: Owner's Signature and Consent

I/we, _____ being duly sworn, depose and say that I/we am/are the owner, owners, authorized representative for a corporate owner, person with power of attorney for the owner/owners, or a non residential tenant of said property. I/we personally swear and affirm that this application has been prepared in compliance with the requirements of the City of West Des Moines Municipal code as printed herein and that the statements and information above referred to are in all respects true and correct to the best of my/our knowledge and belief. Further, I/we hereby submit this development application for review and consideration by the City of West Des Moines, Iowa in compliance with the requirements of the City of West Des Moines Municipal Code.

I/we, _____ agree to grant the City permission to access said property for purposes of installing Public Notice sign(s) and completing the necessary on-site inspections, if applicable.

Signature of Legal Property Owner

Date

EIN (Employer Identification Number) _____

State of: _____

County of: _____

The above signed applicant appeared before me and personally subscribed and sworn before me on this _____ day of _____, 20____.

My commission expires on the _____ day of _____, 20____.

Signature of Notary Public; _____

Part B: Applicant's Signature and Consent

(Use only if the applicant is different from Property Owner)

I/we, _____ being duly sworn, depose and say that I/we hold legal interest in this property and do hereby submit this development application for review and consideration by the City of West Des Moines, Iowa in compliance with the requirements of the City of West Des Moines Municipal Code.

I/we, _____ agree to grant the City permission to access said property for purposes of installing Public Notice sign(s) and completing the necessary on-site inspections, if applicable.

Signature of Applicant

Date

EIN (Employer Identification Number) _____

State of: _____

County of: _____

The above signed applicant appeared before me and personally subscribed and sworn before me on this _____ day of _____, 20____.

My commission expires on the _____ day of _____, 20____.

Signature of Notary Public; _____

Legal Documents

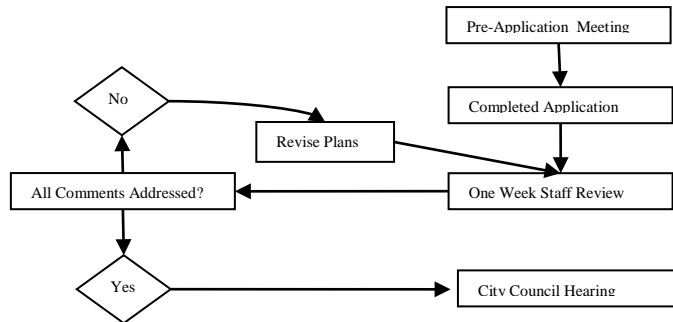
Some projects are required to grant easements, dedicate right-of-way, or enter into various other agreements. City staff will prepare said easements, dedications, or agreements documents. Below please provide the following information in the event such legal documents are necessary for your project.

Grantor (legal entity): _____

Signatory (Person Signing Document): _____

Title of Person Signing Document: _____

FINAL PLAT



Application Fee - full fee is due at time of submittal

☐ \$165.00 + \$5.50/lot

Cost for recording of final plat documents will be billed to the person identified in the billing information section.

These costs will be billed based upon the invoiced amount from the County Recorder.

Reviewing Bodies -

- City Staff
- City Council

♦ **Final copies of plans following Council approval MUST have original signatures and seals on ALL copies.**

A. Your submittal must include the following:

1. ☐ Two (2) full size copy of the finalized preliminary plat which has addressed all of the 'conditions of approval', unless previously submitted
2. ☐ A letter describing the project, identifying the project contact person(s), and any other information relevant for staff's review. If the applicant is other than the legal owner, the applicant's interest shall be indicated and the legal authority to apply shall be included in a certified form
3. ☐ Completed application form
4. ☐ One (1) 8½ x 11" location map showing the proposed site location, adjacent existing land uses within five hundred (500) feet of the property, and general existing land uses within one thousand (1,000) feet of the property. **Location map must be to a discernable scale with the scale denoted**
5. ☐ Eight (8) copies of the final plat (24" x 36", **folded**)
6. ☐ Two (2) reduced copies of the final plat (8½" x 11")
7. ☐ One (1) PDF copy of the final plat
8. ☐ Other information deemed necessary by the Director of Development Services for the review of the proposed project

B. Your Final Plat shall include at least the following:

1. ☐ Plats shall be drawn at a scale of no greater than 1"=100'
2. ☐ Whenever more than one sheet is used to accurately portray the lands subdivided, each sheet shall display both the number of the sheet and the total number of sheets included in the plat, as well as clearly labeled match lines indicating where other sheets adjoin. An index sheet shall be provided to show the relationship between the sheets
3. ☐ Subdivisions shall be designated, by name or as otherwise prescribed, in bold letters inside the margin at the top of each sheet included in the plat
4. ☐ All dimensions shall be shown in feet to the nearest one-hundredth of a foot
5. ☐ Legal description including total area of the property
6. ☐ Date, compass point, legend of symbols and scale (written and graphic)
7. ☐ Vicinity map that accurately represents the area including recent developments
8. ☐ Name, address and contact information of owner of subject property
9. ☐ Applicant's name, address and contact information
10. ☐ Name, address and contact information of surveyor

11. ☐ Notation of the Comprehensive Plan Land Use designation
12. ☐ Notation of Zoning District or if a Planned Unit Development (PUD), the name of the PUD and underlying zoning
13. ☐ Notation of front, rear and side yard setbacks
14. ☐ Identify adjoining subdivision(s) including subdivision name, landowner information and abutting property lines
15. ☐ Identification of adjoining undeveloped lands as such and names of owners &/or persons having an interest in the adjoining land
16. ☐ Addresses, if assigned
17. ☐ Street names, half right of way widths dimensioned from centerline of right of way, and full right of way width dimension should be shown for all existing and proposed streets
18. ☐ Front yard setback lines shall be shown and dimensioned in respect to the zoning classification or as established as part of a PUD
19. ☐ Street and curve data shall be illustrated and shall include engineering details/dimensions for rights-of-way, curvature, tangency, intersections, bearings and angles
20. ☐ Intersecting corners (street and access drives) should be shown and labeled with the appropriate radius in accordance with current West Des Moines design standards
21. ☐ Property boundary dimensions from angle point to angle point shall be shown for all sides of the closed traverse (the maximum unadjusted acceptable error of closure for subdivision boundaries shall be 1:10,000)
22. ☐ All sides of each lot shall be dimensioned (the maximum unadjusted acceptable error of closure for all subdivision boundaries shall be 1:5,000)
23. ☐ Bearings, based on an assumed meridian approximating north, of all boundary lines or internal angles of all angle points on the boundary shall be shown
24. ☐ Fractional lines and corners of the government township and section surveys shall be appropriately labeled and dimensioned as applicable to the plat
25. ☐ All developable lots shall be consecutively numbered, lots to be dedicated to the City shall be identified with a letter designation, and any Outlots indicated as such
26. ☐ All interior excepted parcels shall be clearly indicated and labeled as "not part of this plat"
27. ☐ Location of existing and proposed easements for all utilities, rights-of-way, buffers, railroad, drainage facilities, etc... shall be shown and appropriately labeled with reserved width, type, and whether they are public or private
28. ☐ The book and page number of all existing easements shall be labeled on the plan
29. ☐ Show all established floodway, floodway fringe, and flood plain overlay lines
30. ☐ Prior to any grading or site work, a copy of the Storm Water NPDES General Permit No. 2, authorized by the Iowa Department of Natural Resources, shall be submitted to either the Chief Building Official (rvangenderen@wdm-ia.com) or the assigned planning case advisor (facsimile to 515-273-0602)
31. ☐ If an authorized NPDES permit already provides coverage for the development area, prior to any grading or site work, a copy of the applicable permit and a vicinity map which confirms that the coverage includes the proposed project shall be submitted to either the Chief Building Official (rvangenderen@wdm-ia.com) or the assigned planning case advisor (facsimile to 515-273-0602). The specific person and firm name responsible for erosion control issues shall also be provided, including their contact number
32. ☐ A Flood Plain Development Application shall be submitted to the City for review prior to any development work in the floodplain including but not limited to buildings or other structures, mining, filling, grading, paving, excavation or drilling operations. An Elevation Certificate may be required as part of the Flood Plain Development Application (utilize FEMA authorized form).
33. ☐ Provide a grade elevation for any flowage easement at all points where said flowage easements crosses a lot line
34. ☐ Indicate minimum finished floor elevations (FFE) or minimum opening elevations for all lots where conditions warrant additional protection from possible flooding situations. If conditions are such that the FFE is not needed, the engineer shall include a statement which documents such
35. ☐ Lots with overland flowage easements located in the side yard (parallel to the side yard property line) shall also have an elevation established at mid-point between the front and rear property lines, and there shall be a corresponding minimum protected opening elevation for the structure
36. ☐ Certification by a registered land surveyor in accordance with the Iowa State law, signed in contrasting ink will be required on the final approved copies of the plat
37. ☐ Other considerations pertinent to the proposal may be requested for illustration or statistical purposes

Additional copies of the development application and "project submittal requirements" can be found on the City's website:
<http://www.wdm.iowa.gov>